



JOB ADVERTISEMENT INTERNAL & EXTERNAL

Job Title	Sound Technician Salary R22 308,30 ctc per month (Global Grade 08) REF No.: ST02/2025
About the Role	<p>Purpose</p> <p>Assemble, operate and maintain technical equipment used to record, amplify, enhance, mix or reproduce sound for all events/shows and conferences at the Market Theatre Foundation.</p>
Key Performance Measures	<p>Production responsibilities</p> <ul style="list-style-type: none"> • Attend all production meetings to gather information regarding sound and AV requirements • Ensure that all sound and AV production requirements are ready before get in. • Set up the sound and AV equipment in accordance with the requirement of the incoming productions. • Discuss budget with the Head of Technical and Stage Services for additional equipment that arises from the plan before the get in week. • Handle hiring or purchasing of all the additional equipment before the get in week and ensure that SCM policies are followed. • Assign sound and AV ad hoc technicians to productions in time as per get in schedule as in when needed. • Ensure cost cutting measures, operate MTF productions and when there is a need for an ad hoc. • Do the inventory checklist for the get in and ensure that the ad hoc sound and AV technicians have all the necessary gear and brief. • Ensure implementation of sound and AV plans are all conform to documented standards of quality production values. • Ensure availability and good working order of all sound and AV equipment. • Follow-up on the notes reported on the daily stage manager’s report (rehearsals) are complete before the evening performance. • Meet specified deadlines. • Strike and safely store away all audio and AV equipment after performances and live events. <p>Maintenance, Health and Safety</p> <ul style="list-style-type: none"> • Maintenance and safe keeping of sound and AV equipment. • Ensure all ad hoc staff are properly trained in the use of MTF sound and AV equipment. • Report faults or unsafe areas/equipment or problems. • Assist with developing and implementing safety and security systems for the theatre venues • Ensure that all ad hoc sound and AV technicians follow the health and safety rules when working in the theatre. • Organize preventative maintenance thereof or replacement as needed. • Submit a monthly written reports of sound and AV equipment maintenance. • Maintenance of facilities and equipment in good condition at all times.

Desired Experience & Qualification

Asset Management

- Manage assets and ensure proper recording of assets within your division.
- Track and monitor the movement of assets within the unit.
- Conduct asset verification and stock taking and determine the useful life of the assets.
- Procurement of sound and AV consumables and adhered to MTF procurement policy.
- Keeping up to date and reporting on advances in sound and AV associated technology.
- Manage assets to minimize loss or damage.

Customer Care

- Prompt response to patrons/students/stakeholders queries or requests.
- Customer/student/trainers queries forwarded to respective departments and followed up for immediate action, including actors, directors, and designers.
- Deal with customers, suppliers and colleagues in a fair, ethical and disciplined manner.
- Act according to SCM policy when dealing with suppliers.
- Attend to staff complaints/disputes within 24 hours.
- Promote honesty and fairness in dealing with staff disputes and disciplinary matters.

Ensure high level of honesty, transparency and integrity when dealing with stakeholders, colleagues as well as company assets

- Follow the SCM principles and delegation of authority in dealing with company assets and procurement.
- Drive the implementation of the fraud prevention policy and code of conduct within own area of operation.

Foster good communication with both internal and external stakeholders

- Promote open communication between and within departments.
- Sharing information e.g. use of email as a tool for effective communication/emphasis on talking to colleagues.

PREFERRED QUALIFICATIONS, SKILLS, EXPERIENCE

- A relevant bachelor's degree/diploma in sound technology or sound engineering
- Minimum 3 -5 years' experience
- Knowledge of Audio and Visual (AV) design, sound mixer such as Midas, Yamaha and DIGICO console and media server
- Knowledge of Protocols, Cubase, studio1 and Q-lab software
- Rigging – stands, ground supported equipment
- Video (AV)
- Computers
- Knowledge in media technology and/or production.
- Knowledge in technical aspects of theatre productions.
- Ability to diagnose technical problems such as delays malfunctions of the sound consoles and errors to determine the true cause of the problem and solve it at a reasonable timeframe.
- A valid driver's license and clean driving record is required for team members that may operate company vehicle

KNOWLEDGE / SKILLS

- Interactive communication
- Teamwork
- Problem solving
- Adaptability
- Multitasking and excellent time management skills

Interested persons who meet the requirements are invited to send a concise CV to the Human Resources Department via e-mail to vacancies@markettheatre.co.za
Please indicate the reference number of the post. ITC & criminal checks will be conducted and where applicable, candidates will be subjected to an assessment test.

Should you not hear from us within 30 days after the closing date, consider your application unsuccessful. Correspondence will be limited to shortlisted candidates only.

The Market Theatre Foundation reserves the right not to make any appointment(s) to the above post.

Enquiries may be directed Apfeshwaho Muruge @ (011) 832 1641

CLOSING DATE: 28 February 2025